**Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reminder: All absences are initially recorded as UNEXCUSED unless otherwise noted.**

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| **STUDENT NAME** | **STUDENT ID #** | **DATE (S)** | **EXCUSED ABSENCE (√)** | **OTHER CORRECTIONS:**  **T: Change to tardy**  **U: Change to unexcused** | **Corrected By:** |
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**PLEASE TURN IN ANY CORRECTIONS ON THIS FORM WITH YOUR ATTENDANCE ENVELOPE DAILY. THANK YOU**

**IF YOU ARE ASKING TO CHANGE AND ABSENCE TO TARDY (T) THE STUDENT MUST BE SIGNED IN LATE IN THE TARDY BOOK**